

English 215
Becker/Sooahoo

Expectations for Written Analytical Work (English)

Whenever I ask you to submit written, analytical work to me, it should:

- BE TYPED, DOUBLE SPACED. If this is not possible, you need to see me before the deadline. I will find a computer for you to use during J block.
- BE in an 11 or 12 pt standard font with 1 inch margins. (Times New Roman is good).
- CONTAIN TEXT EVIDENCE IN THE FORM OF TWO OR MORE QUOTATIONS, PLUS ANALYSIS (not plot summary)
- BE PROOFREAD. Please use spell-check to catch careless errors, and your own ideas and mouth (read your work aloud) to do the same.
- RESPOND TO THE QUESTION GIVEN, NOT THE ONE YOU WANT TO ANSWER INSTEAD. IF YOU *do* WANT TO TAKE A QUESTION IN A DIFFERENT DIRECTION, WE SHOULD TALK BEFORE HAND.

Analytical paragraphs are typically 1 page long, typed, double spaced, or just a bit longer. Essays are usually around 3-4 pages long.

Work that does not meet these guidelines cannot receive full credit.

Submission Guidelines for Turnitin:

- Using turnitin.com is NOT optional. It's an English department policy. If you have a problem with your account and are unable to use it, please see me or Mr. Baron (our department head).
- You **MUST** turn in a hard copy of your work on the day your submission is due at the beginning of class. It is your responsibility to provide one. Printing out your papers for you isn't the best use of my time.
- Deadlines for turnitin are 10 minutes before your class period starts.
- Any work outside the set due date (hard deadline) is late, and will lose 5% of the total point value each day it is missing.

Late work:

- I accept late work up to two weeks after the original was due. It is ALWAYS better to turn something in than to receive a 0.
- You will lose 5% per day for each day your work is missing for FOUR DAYS. On day FIVE, you will start losing 10% per day. Weekends count.

Extensions:

I do grant them on a case by case basis if you ask well in advance (not the night before) and seem to have a need for one. Keep in mind that, like you, many of your classmates have extensive out of school commitments; you need to manage your time, and I have an obligation to be fair.

One last thing...expectations for emails:

I check email from about 8am to 9pm. I try to write back within 24 hours, or respond in person in class. Please SIGN your name at the end of your emails, and remember that you're writing to an adult. You don't have to be super formal, but try to, you know, spell stuff correctly, etc.